

OFFICE OF EXECUTIVE POLICY AND PROGRAMS RECRUITMENT AND SELECTION POLICY

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I. Policy

It is the policy of the Governor's Office that all employees of the Agency be afforded the opportunity to be considered for positions in active recruiting status. Employees shall not be discouraged from applying for posted positions. Likewise, employees shall not be adversely affected in any way as a result of expressing an interest in career development. Management is responsible for employing the candidate best suited for the position in accordance with federal and state laws, and State Human Resource Regulations.

II. Responsibilities

All recruitment and selection activities shall be coordinated by the Human Resources Office. The Human Resources Office is responsible for ensuring that all personnel related legal and reporting requirements are met. Selected positions may require special credentialing or certification.

Applicants indicating college credit or degree(s) on the application will be required to present an official copy of the college transcript.

Applicants shall be required to authorize the Governor's Office to conduct background checks by reviewing and verifying all official personnel and educational records and by making inquiries to third parties, including law enforcement agencies.

It is the policy of the Governor's Office to recruit and select the best candidates when filling positions.

II. Vacancy Postings

For an internal posting, employees will be sent the posting via e-mail. If a position is posted externally, the vacancy notice will be posted in the following places: the State Office of Human Resources, Columbia Metro Job Service Office of the SC Employment Security Commission, State Job Vacancy Website, and e- mail to each Governor's Office employee. If appropriate, the position may be advertised in newspapers, specialized websites or other venues.

II. Selection

The Human Resources Office will screen applications based on the requirements listed on the posting. The hiring manager will select the candidates to interview. After the interview process is complete, the hiring manager determines the top three candidates in order of selection. After the new hire has been approved, a SLED check will be completed by the Human Resources Office.

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